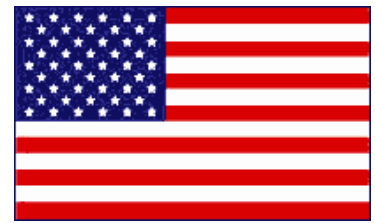




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY **\*\*AMENDED\*\*** (2-3-06)

1. <u>Announcement Number</u>  <b>T38H-06-097-DB</b>	2. <u>Title, Series, Grade, Salary</u>  <b>Licensed Practical Nurse GS-620-5, Target GS-6 or GS-6 **\$15.69 to \$20.63 per hour</b>	3. <u>Tour of Duty</u>  <b>Varied Shifts</b>	4. <u>Duty Station</u>  <b>Rehabilitation and Long Term Care Division, Vancouver Division</b>
5. <u>Type &amp; Number of Vacancies</u>  <b>**Permanent/Temporary 3 Full or Part-time /Intermittent positions</b>	6. <u>Contact</u>  <b>Human Resources Assistant 503-220-8262 x 57317</b>	7. <u>Opening Date</u>  <b>12/30/05</b>	8. <u>Closing Date</u>  <b>Until Filled 1<sup>st</sup> consideration date 1/11/06</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The complete Functional Statement may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the functional statement and are considered to be a brief extract. The incumbent provides for personal hygiene (bathing, shaving, shampooing hair, and skin and mouth care) for assigned patients. Feeds and/or encourages diets, nourishment, and fluids to nutrition and hydration needs of assigned patients using feeding utensils and special adaptive devices. Turns, positions, and transfers patients in, to and/or from bed, chair, stretchers, and escorts patients to appointments within the hospital and off station as assigned. Assists in the elimination needs of a patient by promoting bowel and bladder evacuation using bedpan, urinal, external catheter, bedside commode, toilet, enemas, and cares for established colostomies and indwelling catheters. Prepares the patient for community living and fosters socialization between patient and others. Orients patients to the Medical Center and is actively involved in patient teaching and patient care planning. Maintains general cleanliness and order within the patient's immediate environment and encourages patients to take pride in their environment. Attends to the change of shift report, team conferences and rounds, and completes care of assigned patients and other tasks. Follows all Nursing Service policies and procedures related to the documentation in the patient's record. Charts all observations relative to any changes in the patient's physical or mental/emotional status, his/her observable behavior, or his/her possessions of contraband articles.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

- Must be a U.S. citizen.
- Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory, or commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant.
- Licensed practical or vocational nurses appointed to direct patient care positions must be proficient in (both) spoken and written English as required by 38 USC 7402(d), and 7407(d).
- For GS-5/6 positions one-year experience at the next lower level is required.

### CONDITIONS OF EMPLOYMENT:

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Applicants not selected for permanent positions will be given a temporary appointment not-to-exceed 13 months, may be extended or terminated sooner, based on workload, staffing and budget.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

\*\*Full time applicants who have not been reviewed and approved by the professional nursing standards board will be given a temporary appointment not-to-exceed 13 months, pending board approval.

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**All application packets must be received in Human Resources by Close of Business (COB) on 1/11/06 for first consideration. This position is Open until Filled.** Application forms may be obtained in Human Resources Office or on our external website, [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp).

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T38H-06-097-DB**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

#### **Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

#### **Other VA Employees must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended.
4. Resume or CV
5. [OF-306, Declaration for Federal Employment](#)
6. Latest SF-50, Notification of Personnel Action
7. Copies of all current licenses
8. Latest performance appraisal

#### **Non VA Applicants must submit:**

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
4. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**